



CARAS ALEGRES
Home to Happy Faces



Internship: Educational Program Intern

Host Organization description:

Caras Alegres is a non-profit organization serving children and their families in Las Rosas, a neighborhood in the city of Quetzaltenango (Xela), Guatemala. Las Rosas is an impoverished neighborhood where the majority of families live at or below the poverty line. This lack of economic opportunities contributes to problems such as alcoholism, teenage pregnancies, and limited healthcare.

Founded in 2004, Caras Alegres is committed to strengthening this community by offering afterschool programming and other resources promoting the well-being of at-risk children. We partner with approximately 70 to 80 families, providing basic needs and educational opportunities to families that would otherwise not have them.

Mission: To provide and improve the general welfare of children and their families, who live in poverty, neglect and personal disintegration.

Vision: To fight the negative effects of poverty and to provide the children and their families with a positive outlook towards the future.

Caras Alegres Tarde is our core program. From Monday to Thursday we open up our doors in the afternoon for children between 5 and 14. We do handicrafts, sports, play different games... while teaching them about social values. One of the key motivations behind this program is the fact that it keeps up to 85 children off the streets.

Community Lunch Room is our other, and most recent, project that keeps the staff busy. We have 55 kids enrolled, and from Monday to Thursday they come to eat a nutritious lunch in our premises. The main incentive behind this project is the high levels of malnutrition among the children we attend.

We are a small, but growing, team of passionate Guatemalan and foreign people working together to accomplish the mission and vision of Caras Alegres. At the moment we are: Allan – General Director, Randi – Development Director, Jenna – Program and Volunteer Director, Daniel – Educational Program Assistant, Teresa – Cook, Gricelda – Assistant Cook, Eduardo – Night guard and invaluable group of local and foreign volunteers.

Intern Job description:

This internship is practical and has direct contact with children.

The internship requires a minimum commitment of 3 months and is a full-time 40 hours per week. The time is divided between planning, direct contact with the children (1pm-5pm; Monday thru Thursday), administrative work and meetings with staff and volunteers. The internship and

responsibilities can be modified according to intern's experience and expertise, and the needs of the organization.

As an afterschool program assistant the intern will both provide assistant and support in the program and take on more responsibilities for planning and leading activities. She/he will make monthly plans together with the Program Director, and also will plan, prepare and facilitate daily activities, such as sports, creative handicrafts and team building games, and monthly workshops. Daily and weekly tasks include set-up and clean-up, preparing and serving snack, maintaining program materials and space. The intern will help in the homework session and also if the kids have homework that requires research on internet.

Occasionally, the intern may be asked to help in other tasks too, such as picking up donations, buying materials for the activities or washing dishes after lunch. The intern may help in fundraising events and support in the development and impact of the schools coverage on social media sites (updating facebook and instagram, eg.).

The intern will be working alongside the Program Director, other staff and volunteers, and will be supervised by and will report to the Program Director. There are weekly meetings in which the intern will participate and discuss with the Program Director and other volunteers about their week and share ideas, suggestions and feedback. The intern will also take part in family visits in the community to be able to better understand the children's backgrounds and family situations.

Responsibilities:

- Assist in the afterschool program and homework help sessions (1 pm – 5 pm)
- Help in research/ homework for children
- Monthly, weekly and daily planning and preparation of activities and workshops
- Set-up and clean-up before and after activities
- Maintain program materials and classrooms
- Classroom management and supervising outdoor and indoor play; take necessary measures to transform conflicts
- Participate in volunteer meetings and support other volunteers in their work
- Consult Program Director and Caras Alegres staff in case any problems occur during the activities
- Interact with staff, volunteers and children in a professional and ethical manner.
- Help maintain our presence in social media
- Help in updating our profiles on various volunteering websites

Requirements:

- Open heart and open mind
- Commitment to the mission and vision of Caras Alegres
- High intermediate to Advanced Spanish
- Minimum two years of relevant studies completed and some experience (work or volunteer) in teaching, coaching, mentoring or childcare
- Experience with children. Experience with children with challenging behavior is an advantage.
- Experience in leading big groups of children of different ages is an advantage
- Lots of patience and understanding, flexibility and ability to work under pressure and in a hectic environment
- Awareness and appreciation for diversity including learning, experiential, cultural and economic differences

- Adaptability to new culture and surroundings and ability to quickly grasp the local context
- Ability to communicate effectively both in writing and orally
- Strong organizational skills
- Creativity and willingness to work with limited resources
- Team-oriented with collaborative approach to working with other staff members and volunteers
- High autonomy, pro activeness and ability to take direction
- Ability to both give feedback and receive constructive feedback regarding performance, presentation and relationships with others and use it accordingly
- First Aid and CPR certification is an advantage

Costs:

The Internship Program requires a donation of US\$ 100.00 per month up to three months (US\$ 300.00 for 3 months), which will be shared evenly between the host organization and EntreMundos. This includes the internship placement, pre-departure contact support, a pre-departure information package about Guatemala, contact support while in Guatemala, training, support and evaluations by the internship supervisor and a certificate of completion. Additionally, we will strive to fulfill any bureaucratic functions we can taking into account our capacities as a small and non-profit NGO.

The internship does not include flights, insurance and medical or travel expenses, and living expenses in Guatemala. The basic expenses to live in Quetzaltenango are around \$ 300 per month, which includes lodging and food.

We expect the intern to pay his/ her own flights and other transportation costs (public transportation to the project is Q2.50/ day). Other additional expenses are health/travel insurance, medical expenses and living costs.

How to apply

To apply, send the Internship Program Application, a cover letter written in Spanish and your CV to volunteering@entremundos.org. If the host organization feels you are potential candidate, our volunteer Programs Coordinator will then contact you and arrange an interview.